

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
SYSTEM
LIMITED USE/UN-CLAIMED FUNDS REGISTRATION FORM**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing applications for payment of un-claimed funds to claimant and related documents via the Internet component of the Case Management/Electronic Case Filing System (hereafter CM/ECF), in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Agency/Company: _____

Mailing Address: _____

Voice Phone Number: (____)_____

Fax Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal rules of Criminal Procedure and any applicable non bankruptcy law.
2. The login and password for filing via the Internet shall be used exclusively by me or by any of my employees to whom I give authorization.

3. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
4. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
5. I agree to abide by all of the requirements set forth in the Interim Operating Order, Administrative Procedures for Electronically Filed Cases and the User Manual currently in effect, and posted at www.azb.uscourts.gov, and any changes or additions that later may be made.

Applicant Signature

Date

Please Return to:

U.S. Bankruptcy Court
Attn: Sue Christensen
230 North First Avenue, Suite 101
Phoenix AZ 85003-1706

HARDWARE/SOFTWARE REQUIRED FOR ECF

- (1) A personal computer running a standard platform such as Windows, Windows 95, Macintosh, Linux or Solaris with a minimum of 8Mg memory (32MB is recommended)
- (2) An Internet provider using point to point protocol (PPP) (128 bit encryption is recommended).
- (3) Netscape Communicator software Version 4.7. or higher. Version 4.7 is available from Netscape without charge at:

<http://www.netscape.com/download/>

Or Internet Explorer software Version 5.5, available from Microsoft without charge at:

<http://www.microsoft.com/windows/ie/downloads/default.asp>

- (4) Adobe Acrobat Reader, Version 5.0.5 (or latest version) which can be downloaded without charge at:

<http://www.adobe.com/proindex/acrobat/readstep.html> or
<ftp://ftp.adobe.com/pub/adobe/acrobatreader/>

To file documents in an **ECF** case you will need, in addition to the above, the following:

- (1) Adobe Acrobat Writer software to convert word processing documents and scanned documents to portable document format (PDF's). Only documents in PDF format can be filed on ECF.
- (2) A scanner to image documents that are not in your word processing system.

UNITED STATES BANKRUPTCY COURT DISTRICT OF ARIZONA

UNCLAIMED FUNDS FILING INSTRUCTIONS

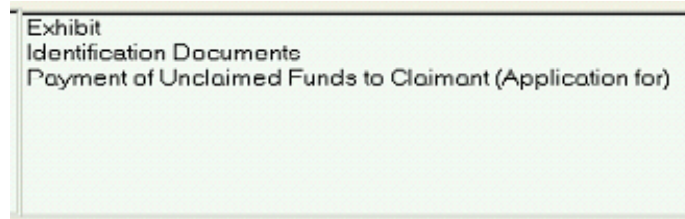
(1/1/2005)

- A. Pursuant to the November 1, 2004, amendment to General Order Number 87, a claimant or agent for a claimant, who files more than ten applications for payment of unclaimed funds with this court in any one year period, is subject to the General Order Number 87 requirement that all their filings must be made electronically and paper filings will not be accepted. A limited use password will be issued to the claimant or agent that can be used to make their electronic filings. A person subject to the requirement to make their filings electronically are also required to submit proposed orders electronically and not on paper.

- B. The Limited Use/Un-Claimed Funds Password has access to the following menu items on the Bankruptcy Events Menu.



- C. Under the Unclaimed Funds option, the following documents are to be electronically filed.



- D. To file an Application for Payment of Unclaimed Funds, first select the Unclaimed Fund option and then input the case number. Be sure to include all numbers and letters as shown. If the system tells you the case number is not valid and the case number is prior to 1986, the case is not on the system and you need to call the court at 602-682-4130.

Case Number Format: *Office Code - Year - Case Type - Number* (Example 2-03-bk-12345)

Office Code: 0-Yuma; 2-Phoenix; 1-Tucson

Case Type: bk=Bankruptcy; ap=Adversary; mp=Miscellaneous

Case Number

99-12345, 1-99-bk-12345 or 1-99-bk-12345

Then select the Payment of Unclaimed Funds to Claimant (Application for) entry.

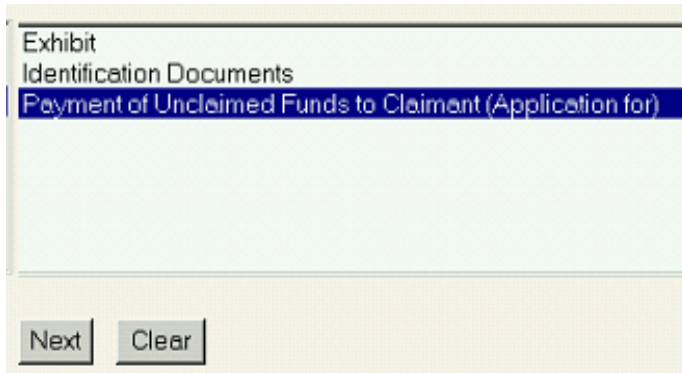
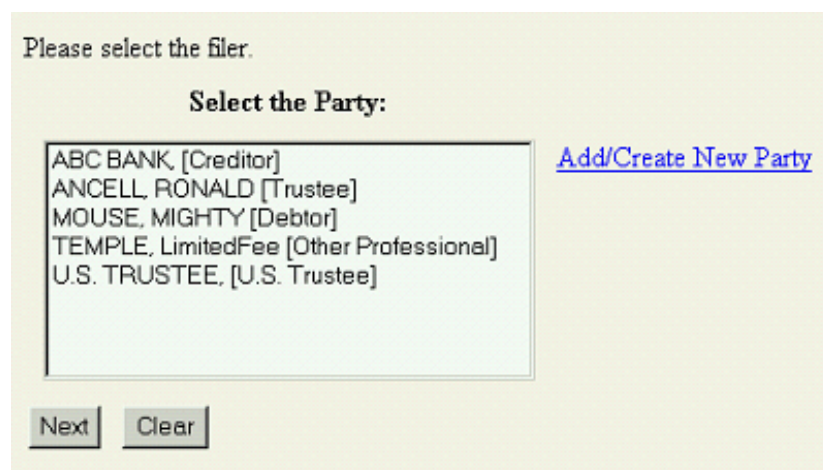


Exhibit
Identification Documents
Payment of Unclaimed Funds to Claimant (Application for)

Next Clear

On the next screen, you need to select the party on whose behalf you are filing the application. If that person is on the list (If you are filing for the debtor, his or her name will be on the list. If filing for both a husband and wife, select both of them from the list.), if the person you are filing for is not the debtor, but a claimant whose distribution check was paid into the court as unclaimed funds, then the claimant most likely will not be on the list of parties and you will need to click on Add/Create New Party. You are not adding yourself or your company to this list, you are to add the person who gave you the power of attorney to seek the unclaimed funds for them.



Please select the filer.

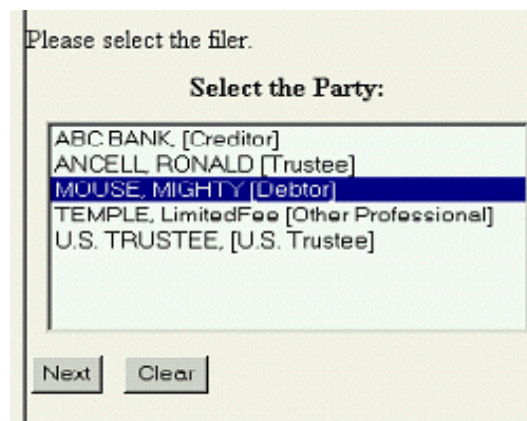
Select the Party:

ABC BANK, [Creditor]
ANCELL, RONALD [Trustee]
MOUSE, MIGHTY [Debtor]
TEMPLE, LimitedFee [Other Professional]
U.S. TRUSTEE, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

If you are filing on behalf of the debtor, you can simply highlight the debtor's name and click on Next.



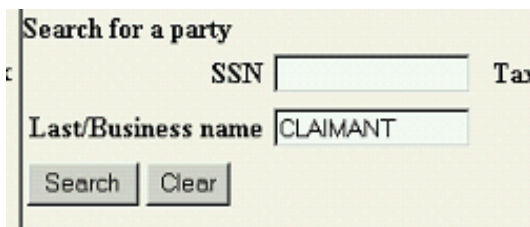
Please select the filer.

Select the Party:

ABC BANK, [Creditor]
ANCELL, RONALD [Trustee]
MOUSE, MIGHTY [Debtor]
TEMPLE, LimitedFee [Other Professional]
U.S. TRUSTEE, [U.S. Trustee]

Next Clear

If the person you are filing for is not on the list, then click on the Add/Create New Party link. You will first be prompted to search the court's database to find if that person is already in the overall list. The search is not case sensitive. Enter the last name or first few letters of a business name and click on Search. (The SSN and Tax Id searches will only work for debtor names as those numbers are not maintained for persons other than debtors.)



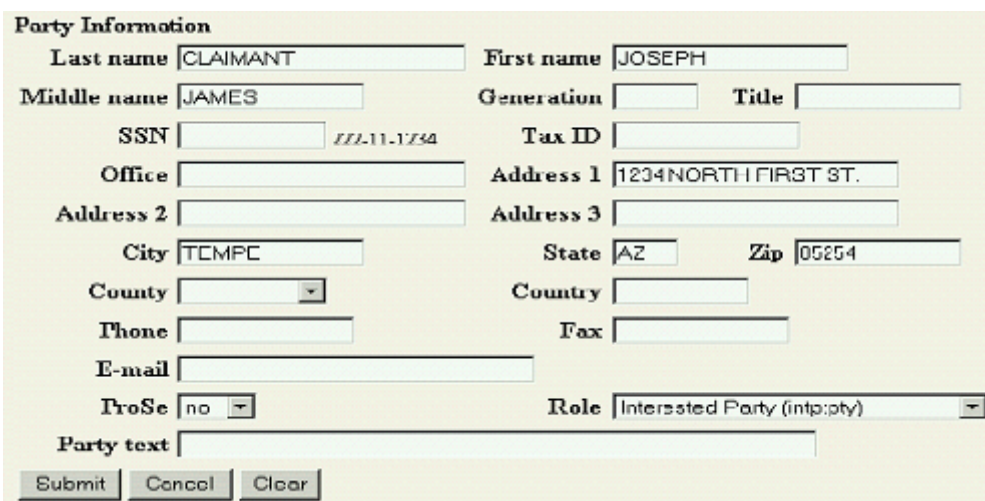
A search form titled "Search for a party". It contains three input fields: "SSN", "Tax", and "Last/Business name". The "Last/Business name" field contains the text "CLAIMANT". Below the input fields are two buttons: "Search" and "Clear".

If your client's name is on the list displayed, click on the name to highlight it and a pop-up window will display any address for that name. If the name selected is your client, then click on the Select name from list box. If you are not sure that the name you selected is in fact your client (for instance the address displayed in the pop-up box is not the current address of your client) instead click on the Create new party box. If in doubt, it is always best to Create a new party than to pick a listed name that you are not sure is your client.



A form titled "Party search results". It contains a text box with the text "CLAIMANTS TO FUNDS ON DEPOSIT.". Below the text box are two buttons: "Select name from list" and "Create new party".

When Creating a new party, you will be prompted to input the following information. You should only input the name and mailing address. Do not input any SSN, Tax ID, County, Country, Phone, Fax or E-mail for your client. A Role type must be selected. Either Interested Party or Creditor would be correct. Click on Submit.



A form titled "Party Information". It contains the following fields and controls:

- Last name: CLAIMANT
- First name: JOSEPH
- Middle name: JAMES
- Generation: (empty)
- Title: (empty)
- SSN: (empty) with a small text "///-11-1134" to its right
- Tax ID: (empty)
- Office: (empty)
- Address 1: 1234 NORTH FIRST ST.
- Address 2: (empty)
- Address 3: (empty)
- City: TEMPE
- State: AZ
- Zip: 05254
- County: (empty)
- Country: (empty)
- Phone: (empty)
- Fax: (empty)
- E-mail: (empty)
- ProSe: no (dropdown menu)
- Role: Interested Party (int:pty) (dropdown menu)
- Party text: (empty)

At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear".

The party, your client, that you created will now be on the party list of filers, already highlighted and you can simply click on Next.

Please select the filer.

Select the Party:

CLAIMANT, JOSEPH JAMES [Interested Party] [Add/Create New Party](#)

ABC BANK, [Creditor]
ANCELL, RONALD [Trustee]
MOUSE, MIGHTY [Debtor]
TEMPLE, LimitedFee [Other Professional]
U.S. TRUSTEE, [U.S. Trustee]

You will next be asked to upload the application you are filing in pdf format. The power of attorney or other instrument used to give you authorization to file the application on behalf of the person who is due the unclaimed funds can either be filed as one document with your application (Adobe Acrobat Exchange can be used to combine pdf documents, whether scanned to pdf or directly converted to pdf from a word processing application) or as a separate attachment to the application. If combined into one pdf document, the attachments to document can be left at No. If they are separate pdf files, then you will need to place the dot in the Yes circle.

Any documents you are filing to show the identification of the claimant, such as copies of bank accounts, drivers license or social security card or any other document that contains account numbers, SSN's, or other identifiers should not be filed as part of the application or included in the authorization instrument filed with it. Identification documents need to be filed as a separate filing using the Identification Document entry shown above. Documents filed using that entry will not be viewable by the public, only court employees will be able to view them thus protecting the privacy of that information.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

F:\ECF\WTemplate\98-2356.PDF

Attachments to Document: ☒ No ☐ Yes

If filing an attachment to your application, upload the attachment in pdf format and enter a description. Add to List. You may repeat the process if you have more than one attachment and then click on Next. Again do not file any document that contains privacy information as an attachment to the application.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename
F:\ECF\MTemple\Filing Fee Order.pdf <input type="button" value="Browse..."/>

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Exhibit"/>	<input type="text" value="Limited Power of Attorney"/>

3) Add the filename to the list box below. If you have more attachments, go back to step 1.

Continue until the final submission is made. You will then receive a Filing Receipt showing that the application was filed and assigned a document number. You may want to print or save this receipt in electronic format as it is your confirmation that the filing was completed.

U.S. Bankruptcy Court
District of Arizona

Notice of Electronic Filing

The following transaction was received from TEMPLE, LimitedUnclaimed entered on 11/30/2004 at 4:24 PM AZ and filed on 11/30/2004

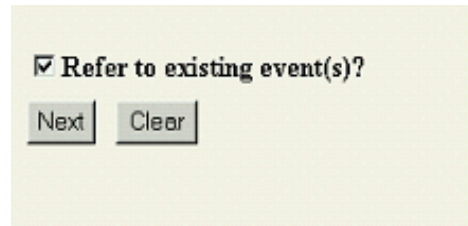
Case Name: MIGHTY MOUSE
Case Number: [404-BK-00001-TMM](#)
Document Number: [10](#)

Docket Text:
Application for Payment of Unclaimed Funds to Claimant filed by JOSEPH JAMES CLAIMANT (Attachments: # (1) Exhibit Limited Power of Attorney). (TEMPLE LimitedUnclaimed)

- E. Identification Documents. If you are filing any documents to prove that your client is the person entitled to the unclaimed funds and those documents contain the following types of information, then you will want to file them as a separate document from the application and authorization using the Identification Documents entry. Documents filed using this entry will not be part of the record accessible by the public, they will only be accessible to the bankruptcy judge and other bankruptcy court employees.

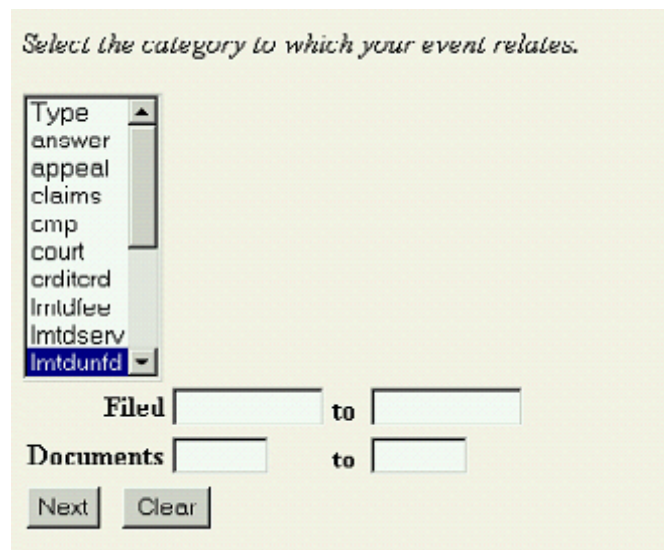
- financial account numbers
- dates of birth
- social security numbers
- names of minor children
- Personal identifying number, such as driver's license number
- medical records, treatment and diagnosis
- employment history
- individual financial information
- proprietary or trade secret information.
- death certificates

The filing process will be the same as outlined above, except you will also be requested to refer this filing to the application which should have been filed first. Place check mark in box.



☒ **Refer to existing event(s)?**

Select the type of lmt dunfd.



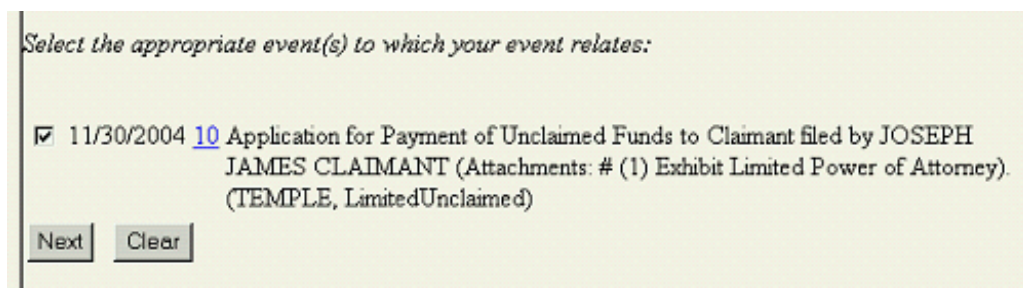
Select the category to which your event relates.

Type
answer
appeal
claims
cmp
court
cridtrcd
lmtlufee
lmtserv
lmt dunfd

Filed **to**

Documents **to**

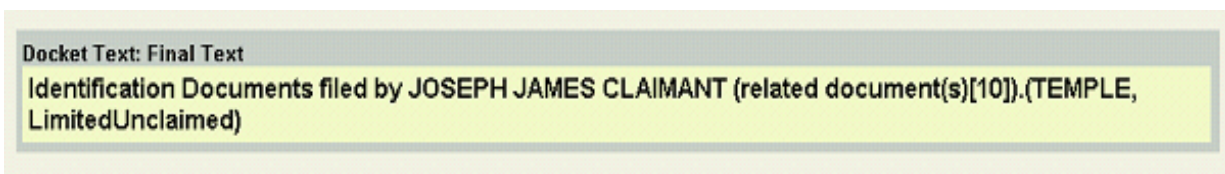
Place a check mark in the box for the application you filed.



Select the appropriate event(s) to which your event relates:

☒ 11/30/2004 [10](#) Application for Payment of Unclaimed Funds to Claimant filed by JOSEPH JAMES CLAIMANT (Attachments: # (1) Exhibit Limited Power of Attorney). (TEMPLE, LimitedUnclaimed)

The entry for the Identification Documents filed will be related to the application to which the documents apply.



Docket Text: Final Text

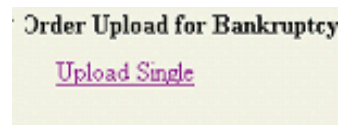
Identification Documents filed by JOSEPH JAMES CLAIMANT (related document(s)[10]).(TEMPLE, LimitedUnclaimed)

- F. Exhibit. This entry may be used to file separately from the application any exhibits that do not have any privacy information since the documents filed using this entry will be accessible by the public. The process for filing is the same as above and you will be requested to refer the filing to the already filed application.
- G. Orders. After you have filed the Application, you should electronically submit any proposed order to the court using the Order Upload option on the Menu. The order must also be in Adobe Acrobat pdf format. The top three inches of the first page of the order must be left blank for the judge's electronic signature.

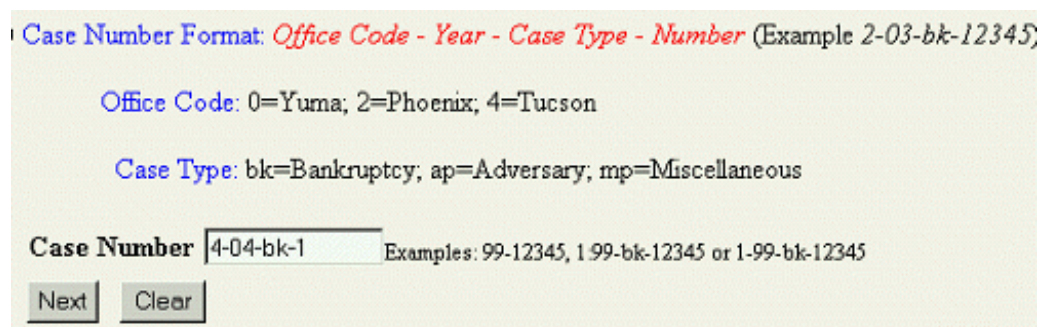
Select Order Upload and then Upload Single. Input the full case number as shown.



A screenshot of a web interface showing a menu titled "Bankruptcy Events". Below the title, there are two underlined links: "Unclaimed Funds" and "Order Upload".

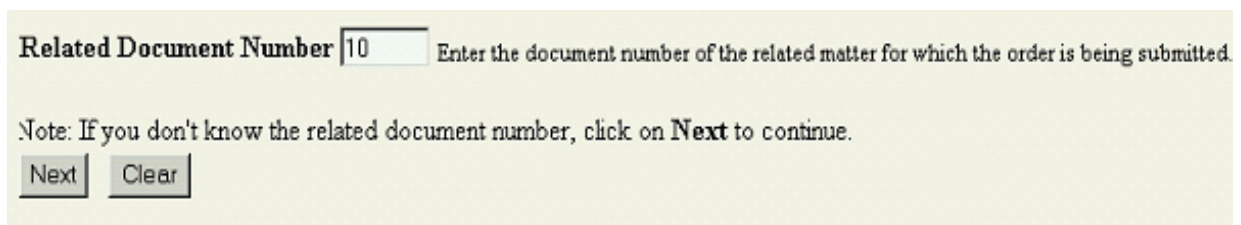


A screenshot of a web interface showing a menu titled "Order Upload for Bankruptcy". Below the title, there is one underlined link: "Upload Single".



A screenshot of a web interface showing the "Case Number Format" input screen. The text "Case Number Format: Office Code - Year - Case Type - Number (Example 2-03-bk-12345)" is displayed. Below this, the "Office Code" is defined as 0=Yuma, 2=Phoenix, 4=Tucson. The "Case Type" is defined as bk=Bankruptcy, ap=Adversary, mp=Miscellaneous. A text input field for "Case Number" contains "4-04-bk-1". To the right of the input field, examples are listed: "Examples: 99-12345, 1 99-bk-12345 or 1-99-bk-12345". At the bottom, there are "Next" and "Clear" buttons.

Insert the document number assigned to the Application you filed.



A screenshot of a web interface showing the "Related Document Number" input screen. A text input field contains "10". To the right of the input field, the text "Enter the document number of the related matter for which the order is being submitted." is displayed. Below this, a note states: "Note: If you don't know the related document number, click on Next to continue." At the bottom, there are "Next" and "Clear" buttons.

Select the following Order Type. No hearing date is needed. Upload your order in pdf format.

Order Type	<input type="text" value="Unclaimed Funds Orders"/>
Hearing Date	<input type="text"/> Examples: 03/19/2002 or 03/19/02
File to Upload	<input type="text" value="F:\ECF\MTemple\04-1231.pdf"/> <input data-bbox="930 375 1079 417" type="button" value="Browse..."/>

You will receive a confirmation that the order was submitted.

The new pdf file [51 .pdf](#) was uploaded and routed to CRD-Inbox folder successfully on 12/3/2004 -- 11:45 AM

Order Type: Unclaimed Funds Orders

Case Number: 4:04-bk-00001-JMM

Case Name: MIGHTY MOUSE

Related Document Number: 10

Related Document Description: Application for Payment of Unclaimed Funds to Claimant

You will be able to obtain a copy of the signed order after it has been docketed and filed by the clerk's office from the electronic docket at ecf.azb.uscourts.gov using a PACER login and ID. If you do not have a PACER account, you can obtain one at pacer.psc.uscourts.gov.

- H. Utilities Menu. Under the Utilities Menu, you can maintain your account (change address, etc) and view a log of all your transactions.

Utilities	
Your Account	Miscellaneous
Maintain Your ECF Account	
View Your Transaction Log	